

(Jan 1959)

Chief, Management Staff

19 March 1959

Chief, Records Management Staff

Report for Week Ending 18 March 1959

1. Contributionsa. Tangible

- (1) Completed 10 new and eight revised forms; eight forms were made obsolete.
- (2) The Records Center received 196 cu. ft. of inactive records from six offices. Seventy cu. ft. of records were burned, leaving 99 cu. ft. to be destroyed.
- (3) Approved a revision of the Records Control Schedule for FBI.
- (4) A revised Travel Order Form has been completed. Among the major accomplishments connected with the developments of this form are:
 - (a) elimination of 17 "bootleg" forms.
 - (b) Reduction in number of copies from 12 to 9.
 - (c) the use of a Worksheet which will serve as a check list to remind the office of origin ^{of essential data} to be included in the travel order.
- (5) Completed installation of Subject-Numeric Filing system in the Office of Special Assistant/DD/S.

b. Intangible

- (1) Clarified instructions for the use of the Courier Receipt and Log Record for Col. Grogan's office.
- (2) Disapproved a request by OCR that the present Library Request Form be printed on NCR paper. Continued use of the carbon interleaved form now being used was recommended and, since this has been satisfactory, we saw no need for an additional \$10,000 for the NCR type form.

2. Assignments - Active

a. Forms

- (1) Eleven new and 20 revised forms pending.
- (2) Teletype Dissemination Information Reports and Systems.
- (3) Revision of Magnetic Form.
- (4) Improved Management of Stocked Forms.
- (5) Uniform Information Report.
- (6) Evaluation of Information Reports.

b. Shelf Filing

- (1) Office of Personnel.
- (2) Acquisition Branch Library/OCR.
- (3) Contact Division.

25X1

c. Filing Systems

- (1) Office of Personnel Subject-Numeric Files.
- (2) CO/PDD Translation Index.
- (3) Contract Personnel Division/CP Card Index.
- (4) Special Assistant/DO/1, Subject-Numeric. See 1.(a) (5).
- (5) Graphics Register Film Index.

d. Audit and Revision of Records Control Schedules

- (1) OCR.
- (2) CO/PDD. Revision of schedule continues.

e. Special Projects

- (1) Development of Training Program for Records Officer, DO/P.
- (2) Revision and Reorder of Overnight Storage Boxes. Selected one of the three sample boxes developed by TSC. They will now determine feasibility of producing it in plastic.

21000100

(3) DD/P Support Record.

(4) Predecessor Agency Records (CIS, SBU, and CIG).
Survey and inventory of these records started
on 16 March.

f. Vital Materials.

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(1) [REDACTED] and I met with Mr. Maurice Reche,
Administrative Office, Office of the Secretary
of Defense, to discuss their Vital Materials
Program.

4. [REDACTED]

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a. [REDACTED] [REDACTED] is being given "on-the-job"
training in the Records Management Activities.

[REDACTED] 25X1

Distribution:

Orig - Addressee

25X1

1 - [REDACTED]
1 - [REDACTED]
1 - [REDACTED]
1 - [REDACTED]
1 - [REDACTED]

1 - RMS (REPORTS -1 (Jan-June 1959)
1 - [REDACTED] (RECORDS CENTER)
1 - [REDACTED] (REPOSITORY)

25X1

25X1

Mgt/S/RMS, [REDACTED] (19 March 1959)

25X1

[REDACTED]

3/20

3/16/59